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# CITY OF EASTHAMPTON

## BOARD OF HEALTH

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**Public Health**  
Prevent. Promote. Protect.

## Official Order of the Board of Health: **Farmer's Markets**

### COVID-19 MANDATORY POLICIES AND PROCEDURES FOR ALL FARMERS' MARKETS AND VENDORS IN THE CITY OF EASTHAMPTON

1. Prior to opening any Farmers' Market in the City of Easthampton, the Farmer's Market manager **MUST** conduct a Safety Stand Down to disseminate these Policies and Procedures to all participants in the Farmers' Market, including farmers, their employees and other workers (collectively "Vendor"). All Vendors **MUST** keep a copy of these Policies and Procedures posted at their individual sales area.
2. All Vendors shall apply for a permit from the Easthampton Health Department, at least 10 days in advance, if they are selling any prepared or pre-packaged food or drink. Permits will be issued the day of the event. The only exemptions are eggs, pure honey, pure maple syrup, and fresh un-cut/un-processed fruits/vegetables. All other foods such as frozen meats, cheeses, salsas, hot sauces, drinks, prepared breakfast sandwiches, breads, etc. require a permit.
  - a. Permit applications can be found here:  
[file:///C:/Users/beichstaedt/Downloads/Temporary%20Food%20Application%20\(14\).pdf](file:///C:/Users/beichstaedt/Downloads/Temporary%20Food%20Application%20(14).pdf)
  - b. If any food is prepared OFF-SITE, a copy of the commercial or residential kitchen permit where the food is prepared shall be included with the application.
  - c. A copy of the Vendors Food Protection Manager certificate (i.e. Serv-Safe) & a copy of the Allergen Awareness certificate shall be submitted with the application. Exemptions to this include those who sell pre-packaged meat from a licensed USDA processing facility.
  - d. Applications shall be filled out in their entirety. Some Vendors who sell non-time/control for safety foods (non-perishable) may mark N/A on the application if a question does not apply; however, every section shall be filled out and N/A shall be marked if it does not apply.
  - e. All Vendors shall have a handwash station at their table. Soap, paper towels, and a trash bin shall be available. An example of an acceptable handwash station can be found here:  
<http://www.chemungcountyhealth.org/usr/Food/TempHandwashStationDiagram032315.pdf>
  - f. Each Vendor must submit a narrative plan regarding the exchange of money with their

application that will assure sanitary conditions at each Vendor station.

### **ZERO TOLERANCE FOR SICK VENDORS**

1. No Vendor exhibiting any of the symptoms below, shall be permitted to enter or remain on the Farmers' market site.

#### **COVID-19 symptoms:**

- Cough
- Shortness of Breath

#### **Or at least two of these symptoms**

- Sore Throat
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Nausea
- Vomiting

2. Prior to starting a shift, each employee or worker shall certify to their supervisor the following:
  - Had no signs of any of the above-noted symptoms
  - Have not had "close contact" with an individual diagnosed with COVID-19.

*"Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes (this includes riding in a vehicle with), or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.*
  - Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

**Vendors exhibiting symptoms or unable to self-certify must be directed to leave the Farmers' Market site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.**

### **GENERAL ON-THE-JOB PROCEDURES TO PREVENT EXPOSURE AND LIMIT THE TRANSMISSION OF THE VIRUS**

1. Market managers and staff must monitor and control the number of customers allowed within farmers' market areas and must allow no more than 5-10 customers per 1,000 square feet at any one time.

2. Lines that form outside of market entry points must be monitored and set-up in a way that customers maintain recommended distances between each other while waiting.
3. Market managers and individual vendors operating within the market must remind customers of “social distancing”, maintaining a space of at least six (6) feet from one another while shopping at indoor or outdoor Farmers Markets, through signage at prominent locations and vendor tables, at access points, and through verbal reinforcement.
4. Social distance markings (cones, tape, etc.) shall be placed in the flow of customer traffic to remind customers to socially distance themselves.
5. All Farmers’ Markets shall have one entrance and one exit, clearly marked, and both shall be monitored by the Farmer’s Market manager or a designated employee, to assure compliance with occupancy limitations and that all customers are compliant with this Order. Market managers and staff should cordon off farmers’ market perimeters to allow for clear entry and egress points.
6. Signs must be posted to remind staff and customers that they should not visit the market when they are sick.
7. All Farmers’ Markets shall have a hand wash station or sanitizer at entrance, clearly marked, and no person shall enter the site without washing or sanitizing their hands.
8. All Farmers’ Markets shall provide a one-way flow of traffic which shall be depicted on a sketch plan that shall be approved prior to the start of the season. The Farmer’s Market manager shall assign an employee to assure one-way traffic flow in accordance with the plan. In addition, Vendor tables shall be depicted on the plan to ensure crowding is avoided and there is adequate spacing between Vendor tables.
9. All Vendor stations shall have a Plexiglass barrier between the Vendor and the customer.
10. All Vendors and customers shall wear face coverings at all times within the site. A designated employee shall monitor for customers who do not have face coverings and shall not allow entry.

Vendors shall sanitize their cloth face coverings after each day and disposable face masks shall be disposed of after each use.

Per CDC recommendations, cloth face coverings shall:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

11. All Vendors shall wear gloves at all times within the site, which shall be changed hourly or

sooner if necessary. Before putting on a new pair of gloves, each Vendor shall wash or sanitize their hands.

12. Each Vendor must submit a narrative plan regarding the exchange of money with their application to the Health Department that will assure sanitary conditions at each Vendor station. It is preferred that each Vendor employ at least 2 employees per shift. One employee shall handle money and the other shall handle food, products, produce, etc. If a vendor does not require a permit from the Health Department, a narrative plan shall be submitted to the Farmer's Market manager which shall then be shared with the Health Department for approval.
13. All point of sale stations shall be sanitized **between each customer use** with an EPA registered disinfectant. Market managers, staff and vendors must clean and disinfect frequently touched objects and surfaces.
  - A list of EPA registered disinfectants that are effective against COVID can be found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
14. Farmers' markets, retail stands and CSAs are encouraged to promote transactions that employ pre-bagging of produce, online-orders and other methods that limit public interaction and minimize the time customers spend at vendor tables to enable customer flow and the maintenance of distancing guidelines.
15. No Vendor shall offer samples of products, nor shall Vendors allow any customer to sample any products.
16. Vendors shall not use tablecloths. All table coverings shall be plastic or a non-porous material that can be sanitized and disinfected throughout the day.
17. Vendors shall provide single use parchment/wax paper for customers to handle produce, and no Vendor shall allow a customer to handle product without parchment/wax paper. Vendors shall attempt to display a limited amount of produce at a time to decrease handling from the public.
18. No reusable bags are allowed within the Farmers' Market site. The Farmer's Market manager or a designated employee shall monitor customers as they enter the market and have customers return their reusable bags to their cars if they have them. Vendors shall supply single-use plastic or paper bags for use by customers. The Farmer's Market may provide reusable hand baskets given they are disinfected between each use by a designated employee of the market.

**Effective date: May 4, 2020**



Margaret Hebert, Chair, Board of Health

May 4, 2020

Date